

Campaign Finance Reports Handbook of Instructions

1999-2000 Election Cycle



November 1999

**Issued by
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Arizona Secretary of State**



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Welcome to the Arizona Secretary of State's *Handbook of Instructions for Campaign Finance Reports, 1999-2000 Election Cycle*. This handbook contains relevant information and instructions to enable a committee to prepare forms and reports necessary to comply with the requirements of Arizona Revised Statutes Title 16, Chapter 6.

This year, committees that are required to file reports with the Secretary of State must file all reports electronically (A.R.S. §16-958(E)). The computer software necessary to comply with this requirement is available without charge through the Secretary of State's website at www.sosaz.com or on disk by submitting a registration form to our office. The software, which is an updated version of our previous releases, uses the same format, plus the software will prepare all reports that are required under Arizona Revised Statutes Title 16, Chapter 6. I believe that the software remains a valuable tool for users who wish to report campaign finance reports for county or city / town elections.

A committee which is preparing and filing a period campaign finance report under A.R.S. §16-913 must present both a signed hard copy of the completed form(s) and a 3.5" floppy disk containing a data file which was properly exported from the Campaign Finance Software, while a candidate's committee that is preparing and filing a special notification under A.R.S. § 16-941 or A.R.S. §16-958 (the Clean Elections Act) will be able to file the report electronically over the Internet or by presenting a 3.5" floppy disk containing a properly exported data to our office. A hard copy is not necessary for these special notification reports.

The instructions in this manual tell you which type of information goes on each schedule, and whether contribution limits apply. Several useful tables, including the 1999-2000 Election Cycle Campaign Contribution Limits chart, have been added to the back of the manual.

If you have any suggestions for future editions of this manual, please call us toll free within Arizona at 1-877-843-8683, or send us an e-mail at elections@mail.sosaz.com.

Jessica Funkhouser
State Elections Director

NOTICES

This instruction handbook is intended to be a useful guide to campaign finance reports. Every effort has been made to present accurate and reliable information; however this handbook may contain some inadvertent errors. The Secretary of State would appreciate your kindness in notifying our office of any inaccuracies by calling us toll free within Arizona at 1-877-843-8683, or by sending an e-mail to us at **elections@mail.sosaz.com**.

Users should take note that the information in this handbook should not be considered as having the same weight and authority as Arizona Revised Statutes and established court decisions or attorney general opinions. In the event any information conflicts, this handbook is not controlling, and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

Please Note: The forms contained in this manual will appear different than the forms printed by the Campaign Finance Software. This was an intentional feature of the Campaign Finance Software program for the purpose of saving space and maximizing the efficiency of the program.

A Quick Alphabetical Index to Campaign Finance Forms by Subject

	Subject Heading	Secondary Subject Heading	Form
A			
B			
C	Cash on hand, total:		Front, DETSUM
	Contributions		
		Contributions, \$25 or less:	Schedule A-1
		Contributions, \$5 qualifying:	Schedule A-2
		Contributions, from political committees:	Schedule B
		Contributions, over \$25:	Schedule A
		Contributions, refunds:	Schedule F-2
		Contributions to other political committee:	Schedule D-7
		Contributions, total:	Front, DETSUM
		Cumulative contributions, over \$25:	Schedule A
		Cumulative contributions, \$25 or less:	Schedule A-1
D	Debts		
		Debt forgiven:	Schedule A, Schedule B, or Schedule E
		Debts from a previous campaign:	Front, DETSUM
		Debts, unpaid:	Schedule F-3
	Disbursements		
		Disbursements, Miscellaneous:	Schedule D-7
		Disbursements, total:	Front, DETSUM
	Discounted or reduced price for goods:		Schedule E, Schedule D
	Dividends and interest receipts:		Schedule F-1
E	Expenditures		
		For operating expenses:	Schedule D
		Independent expenditures:	Schedule D-1
F	Forgiven loans:		Schedule F-2, Schedule A or Schedule B
G			
H			
I	Independent expenditures:		D-1, DETSUM
	In-Kind contributions and expenditures:		Schedule E
J	Joint fundraising:		Schedule D-6
K			
L	Loans		
		Forgiven by contributor:	Schedule F-2, Schedule A or Schedule B
		Loans by a candidate/family:	Schedule C
		Other loans received from individuals/political committees:	Schedule C-1
		Repayment of all other loans:	Schedule D-5
		Repayment of loans by candidate:	Schedule D-4
M			
N			
O	Offsets to contributions received:		Schedule F-2
	Operating expenses:		Schedule D
	Outstanding debts owed by committee:		Schedule F-3
P	Personal monies		
		Personal monies, Loans of received from candidate/family	Schedule C
	Political Committees		
		Contributions from:	Schedule B
		Political Committees, Loans from:	Schedule C-1
Q	Qualifying contributions:		Schedule A-2
R	Receipts:		Front, DETSUM
	Rebates and other offsets:		Schedule D-3
	Refunds to contributors:		Schedule F-2
	Repayment of loans by candidate:		Schedule D-4
	Repayment of all other loans:		Schedule D-5
	Returning in-kind goods:		Schedule F-2
S	Surplus from a previous campaign:		Schedule D-6
	Surplus funds to charity:		Schedule D-7
T	Transfers to other political committees:		Schedule D-6

Questions & Answers

Who must file Campaign Finance Reports?

Once you file a Statement of Organization to register a political committee, the committee must file Campaign Finance Reports. In some situations, the committee can file a no activity exemption statement (see #5, below). Additionally, candidates who raise or spend above certain levels are required to file notifications under the Clean Elections Act (A.R.S. §§16-941 and 16-958).

Does a candidate who does not raise any money have to file a campaign finance report?

A candidate who raises or spends more than \$500 must designate a political committee (A.R.S. §16-903(A)). Each political committee must file campaign finance reports, setting forth receipts and disbursements (A.R.S. §16-913(A)). If a candidate does not intend to raise or spend more than \$500, the candidate may file a \$500 Threshold Exception Statement (see question below).

Does every committee and every candidate have to file a Statement of Organization?

Non-candidate committees: Any time two or more people work together to try to get an issue on the ballot, to recall a public official, or to influence the result of an election, they are a “political committee” under Arizona law. All committees must register by filing a Statement of Organization within ten days of becoming a political committee.

Candidate and exploratory committees: Candidates and individuals exploring the possibility of running for office must register as political committees if they raise or spend more than \$500. Exploratory committees can wait to register until they hit the \$500 mark. Candidate committees are required to file either a Statement of Organization or a \$500 Threshold Exception Statement as soon as they organize. The \$500 Threshold Exception Statement tells the public that you don’t intend to receive or spend more than \$500 (including your own money) on your campaign. If you file the exception statement, you do not need to file any Campaign Finance Reports unless you later receive more or spend more than \$500. If you do receive or spend more than \$500, you have to file a Statement of Organization within 3 business days of the day you first received or spent more than \$500, and you will have to start filing Campaign Finance Reports (see #3, below).

When do I have to start filing Campaign Finance Reports? And when can I stop?

When you have to start filing Campaign Finance Reports depends on the date you filed your Statement of Organization. Look at the schedule of reporting periods on the front page of the Campaign Finance Report packet. On the schedule, find the date you filed your Statement of Organization, and see what report period it falls into; look on the right side of the page to figure out when the next report is due. Even if your committee was only in existence for a few days in a reporting period you still have to file the next report. The law sets the time periods—you cannot change them for your own convenience (A.R.S. §16-913).

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You have to file Campaign Finance Reports that cover every day between the date on your Statement of Organization and the date on your Termination Statement. Your committee is not terminated by filing a report with a zero balance or by losing an election.

Who has to fill out the Campaign Finance Report? Who can sign it?

Anybody can fill out the Campaign Finance Report, but the treasurer is responsible for making sure it is filled out correctly, and the treasurer has to sign it. For a candidate's campaign committee or an exploratory committee, the candidate or the designating individual is also responsible for making sure the report is filled out correctly, and can sign instead of the treasurer. The treasurer who signs has to be the treasurer you listed on the most recent Statement of Organization. **Filing an unsigned report, or a report signed by the wrong person, is considered a failure to file, according to Arizona law.**

What if I have nothing to report?

If you have a report to file, but nothing to report on a particular schedule, do not include that schedule with your report. The detailed summary page tells the filing officer that nothing has changed on that schedule since your last report, and it's a waste of paper and filing space to send in blank schedules.

The law allows the following statements to be filed in place of Campaign Finance Reports, in limited situations:

- **Statement of No Activity:** If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money (not even your own) during the reporting period, you can file a Statement of No Activity instead of the Campaign Finance Report. But you still have to file one for every report period—by the deadline—just as if you were filing Campaign Finance Reports. And you have to keep filing those Statements of No Activity until you file your Termination Statement. A.R.S. §16-913(D).
- **Statement of No Annual Activity:** This statement is only for candidate's campaign committees. If you have a candidate's campaign committee that remains open after an election because of outstanding debts, you can file a notarized Statement of No Annual Activity stating that your committee does not intend to receive any contributions or make any expenditures during the year. The Statement must be filed by January 31 of the election year. If you receive any contributions or make any expenditures during the year, you must file Campaign Finance Reports. A.R.S. §16-913(E).

What is a contribution?

A contribution is anything of value that your committee receives. When you report contributions, they fall in the following categories:

- **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug. When your committee receives a monetary contribution, you report receiving it on Schedule A , A-1 or B. When your committee gives a monetary contribution to another committee, you report giving it on Schedule D-7.
- **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made. When your committee receives a loan, you report it on Schedule C or C-1 (depending on who gave you the loan). When you pay back all or part of the loan, you report it on Schedule D-4 or D-5. When your committee makes a loan to another committee, you report that on Schedule D-2.

- In-kind goods and services: This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. (Remember that a corporation is limited as to which types of committees it can give to. See #8, below.) In-kind contributions must be reported at their fair market value -- the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of getting the whole thing, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution. When your committee receives an in-kind contribution, report it on Schedule E. When your committee gives an in-kind contribution (such as giving a candidate a mailing list), report it on Schedule D-7.

Can a candidate accept contributions from foreign nationals?

Federal law prohibits the acceptance of campaign contributions made by foreign nationals. It also prohibits acceptance of contributions in the name of another. 2 U.S.C. §§1441e and 441f.

Is everything my committee receives considered a contribution?

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported. The following are the most common examples. For a complete listing, please look at A.R.S. § 16-901(5)(b):

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting only if the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") and the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance)
- The time your volunteers spend working on your campaign -- stuffing envelopes, knocking on doors, calling voters, etc.
- The use of meeting places that are usually used for free, such as church recreation halls
- Up to \$100 of expenses for invitations, food and beverages, spent by an adult having a fundraiser for you only if the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account

How do I know if contribution limits apply to my committee?

Limits on the contributions your committee can receive only apply to candidate campaign committees and exploratory committees. In other words, Arizona law sets a maximum amount that individuals and political committees ("PACs") can give to candidates and people exploring whether to run for office. The law sets one amount for local offices (which includes the legislature) and a different amount for statewide offices. The limits are changed by the Secretary of State every two years. The 1999-2000 Election Cycle Campaign Contribution Limits chart is included in this packet.

In addition, candidate campaign and exploratory committees are forbidden from receiving money from corporations, limited liability companies, labor organizations and citizens of other countries. Contributions given by a minor are considered made by the child's parents.

Who has access to campaign finance reports?

All filings are public records and are open to examination once they are filed.

So, if contribution limits apply to my committee, what does that mean?

First of all, it means that your committee can only receive contributions from individuals (who are U.S. citizens) and from other PACs. For example, you can receive contributions from your next door neighbor, from people at your child's school, from people you don't even know. And you can receive contributions from other PACs, such as a committee organized to support "good government," a committee formed for "clean air," District 25 Republicans -- the possibilities are endless.

Second, it means that the amount you receive from individuals and other PACs is limited. The 1999-2000 Election Cycle Campaign Contribution Limits chart lists who can contribute to your committee (the column on the left) and how much. How much depends on whether your committee is about getting someone elected to a local office or a statewide office. The first three rows show you how much you can receive from an individual, another PAC, or an "upper limit" political committee (often called a Super PAC. If you are not sure who the SuperPACs are, you can check the list on the Secretary of State's Internet website (www.sosaz.com).

Third, it means that the total amounts you can receive from some categories of contributors is limited. Look again at the 1999-2000 Contribution Limits chart. The fourth row down sets a limit on how much, overall, your committee can receive from all PACs except political parties. Once you have received that much, you can't take another dollar from another PAC. Also see line 5 of the chart for limits if you become the nominee of your political party (by primary election).

This can get complicated, because contributions from political organizations (defined in A.R.S. § 16-901(20))--which are registered political committees--count toward both the total that all PACs can give at any time during the campaign, and the total that political parties and organizations can give after the primary. Consult your party's attorney for guidance in this area.

There is no limit on the total amount you can receive from all individuals.

But what about using my own or my family's money?

If you are a candidate, or a member of the candidate's family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your candidate's campaign committee. The same thing is true for a designating individual and his or her family, making contributions to his or her exploratory committee -- no limits on their contributions.

If you are going to contribute your own or your family's money, watch out for two things. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your "family members" to be your parents, your grandparents, your spouse, your children, your siblings, and the parents and spouses of those people

Second, keep track of the total amount of the contributions that come from you and the specified family members. (And remember -- a loan is a contribution!).

Okay! My campaign finance report is done! Where do I file it?

If you are a candidate for the state legislature, file the original and a copy of your Campaign Finance Report with either the Secretary of State's office or your county's election officer. The two offices will make sure that the original gets to the Secretary of State and the copy to the county.

For statewide candidates and all other political committees registered with the Secretary of State, reports are filed at the Secretary of State's office. County candidates and political committees, as well as school board and special district candidates, file with the county elections officer. City or town candidates and political committees file with the city or town clerk

If you are using the Secretary of State's software program, file your report both on paper and on a computer disk. Print the report for the treasurer to sign, then submit the signed report and the disk

What are the deadlines for filing my report?

The deadlines for filing your Campaign Finance Report are listed on the Front Summary Page, in addition to CFS2000 (the software program), the Handbook for Candidates and Political Committees, and the Secretary of State's webpage on the Internet (www.sosaz.com). The Secretary of State's office does not send reminder notices before the deadlines.

Deadlines for filing notifications with the Secretary of State under the Clean Elections Act are contained in A.R.S. §16-958. See also the Table for Reporting Under the Clean Elections Act at the back of this manual.

13. What if the filing deadline is on a Saturday, Sunday or legal holiday?

If the legal filing deadline falls on a weekend or holiday, then your report is due on the next working day. For example, January 31, 1998 fell on a Saturday, so reports were due on the next working day, February 2, 1998.

What is "on-time" filing?

Your campaign finance report is considered "on time" if:

- it is received at the Election Services counter of the Office of the Secretary of State by 5:00 p.m. on the last date listed for the filing period. It can be received through U.S. mail, by private delivery or courier service, or hand delivery. In the case of a Clean Elections Act filing, electronic filings must be received through the Secretary of State's server by 5:00 p.m. on the last date for the filing period in the manner designated by the Secretary of State (the campaign finance Software will prompt users through the electronic filing process).
- if you send the report certified U.S. Mail, and the postmark is on or before the last date of the filing deadline. There are no substitutions for this: you cannot use your private postage meter instead of getting a U.S. post office postmark, nor you can use the date of acceptance by a private sector delivery or courier service. BUT for the Pre-Primary and Pre-General reports, that postmark has to be 3 days BEFORE the last date of the filing deadline.
- For legislative candidates, if 2 copies are filed at your county elections office of the county in which you reside, either received by 5:00 p.m. on last date listed for the filing period, or having a U.S. Mail postmark by certified mail on or before the last day of the filing period.

The Secretary of State's office will not accept reports submitted by facsimile.

How is an infraction of the campaign finance law enforced?

The filing officer will send one "Failure to File Notice" for any report which is due (A.R.S. §16-918(A)). The notice will be sent out within five to ten business days after the filing deadline. A notice will be sent to every committee that did not file on time, even if the committee filed the day after the deadline. Under A.R.S. §16-918(B) and 16-918(C), a committee is liable for penalties ranging from \$10 to \$25 a day for each day the report is late (and from \$100 to \$600 a day for violators of the Clean Elections Act; A.R.S. §16-942).

Additionally, a candidate could potentially be disqualified from being a candidate for nomination or election, including state, county, city, town, school or special districts, paid or unpaid offices (A.R.S. §§16-918(F) and 16-942(C), for five years from the date the campaign finance report was due (and potential forfeiture of office for violations of the Clean Elections Act). Failure to File violations will be referred to the Office of the Attorney General for enforcement.

Can an extension be granted on the due date for a campaign finance report filing?

No. Arizona law does not provide filing officers any authority to give extensions. The Secretary of State recommends that those individuals responsible for preparing and filing campaign finance reports collect financial records and keep receipts and expenditure entries in the Campaign Finance Software database current, and not wait until the last moment.

What must a candidate do when he or she mistakenly accepts a contribution that is over the limit?

A candidate who mistakenly accepts a campaign contribution (monetary or in-kind) that exceeds the statutory limit must reimburse the donor.

Is it necessary to report whenever a candidate accepts free or discounted use of office space for campaign headquarters?

The donation of property at no cost or at a cost which is less than its fair rental value must be reported as an in-kind contributions by the candidate. The amount of the contributions of free or discounted office space is its fair rental value. Corporation, limited liability companies and labor organizations are not permitted to make contributions, therefore a candidate is unable to accept free or discounted use of office space owned by a corporation, limited liability companies or labor organizations. A.R.S. §16-919.

Can a candidate's committee transfer a debt or surplus to a subsequent campaign committee and terminate that committee?

Yes. A.R.S. §16-914(A) and A.R.S. §16-915.01.

CLEAN ELECTIONS ACT FORMS

- ✓ **APPLICATION FOR CERTIFICATION AS A PARTICIPATING CANDIDATE**
- ✓ **PARTICIPATING CANDIDATE'S APPLICATION TO RECEIVE FUNDS AND QUALIFYING CONTRIBUTIONS REPORT**



STATE OF ARIZONA
APPLICATION FOR CERTIFICATION
AS A PARTICIPATING CANDIDATE
Pursuant to Arizona Revised Statutes §§16-947 and 948

OFFICE USE ONLY

Initial Application Amended Application

ID#

NAME OF CANDIDATE		OFFICE SOUGHT	
ADDRESS (NUMBER & STREET)		CITY	STATE ZIP
MAILING ADDRESS (if different from above)		CITY	STATE ZIP
CANDIDATE'S TELEPHONE #	CANDIDATE'S FAX #	CANDIDATE'S E-MAIL ADDRESS	
CANDIDATE'S PARTY AFFILIATION (if any)			
NAME OF CANDIDATE'S COMMITTEE			
COMMITTEE'S ADDRESS		CITY	STATE ZIP
COMMITTEE'S PHONE #	COMMITTEE'S FAX #	COMMITTEE'S E-MAIL ADDRESS	
NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16-948)			
DESIGNATED INDIVIDUAL'S ADDRESS		CITY	STATE ZIP
DESIGNATED INDIVIDUAL'S TELEPHONE #	DI's FAX #	DI's E-MAIL ADDRESS	
LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (do not list account number). (A.R.S. §16-948(A)).			
LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE CANDIDATE, THE DESIGNATED INDIVIDUAL, OR THE CANDIDATE'S COMMITTEE MAINTAINS ACCOUNTS (do not list account numbers). (A.R.S. §16-948(C)).			
1. _____	2. _____	3. _____	

DESIGNATING CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate _____ as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

Date: _____ Candidate's signature: _____

CANDIDATE AND DESIGNATED INDIVIDUAL'S STATEMENT (A.R.S. §16-947): I/we, the undersigned, upon my/our oath(s) and under penalty of perjury, certify that I/we:

1. have read all applicable laws relating to campaign financing and reporting in Arizona Revised Statutes Title 16; and
2. hereby promise to comply with the requirements of Arizona Revised Statutes Title 16 regarding campaign financing and reporting; and
3. have complied with all restrictions of A.R.S. §16-941(A) during this election cycle as of this date, and will comply with the

requirements of A.R.S. §16-941(A) during the remainder of the election cycle, and specifically will not accept private contributions; and
4. this statement is true, accurate and complete to the best of my/our knowledge and belief.

Date: _____ Candidate's signature: _____

Date: _____ Designated Individual's signature (if applicable): _____

State of Arizona)
) ss.
County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____

Notary Public

My Commission Expires: _____



**STATE OF ARIZONA
PARTICIPATING CANDIDATE'S APPLICATION
TO RECEIVE FUNDS AND
QUALIFYING CONTRIBUTIONS REPORT**

Pursuant to Arizona Revised Statutes §16-950

OFFICE USE ONLY

ID#

NAME OF CANDIDATE		OFFICE SOUGHT	
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP
CANDIDATE'S TELEPHONE #	CANDIDATE'S FAX #	CANDIDATE'S E-MAIL ADDRESS	
CANDIDATE'S PARTY AFFILIATION (if any)			
NAME OF CANDIDATE'S COMMITTEE			
COMMITTEE'S ADDRESS	CITY	STATE	ZIP
COMMITTEE'S PHONE #	COMMITTEE'S FAX #	COMMITTEE'S E-MAIL ADDRESS	

REALLOCATION OPTION: A participating candidate for legislature in a one-party dominant legislative district who is qualified for the party primary election of the dominant party may elect to reallocate a portion of funds from the general election period to the primary election period (A.R.S. §16-952(D)). If you believe that you are eligible and you wish to choose this option, please place a "YES" in the box to the right.	I WISH TO REALLOCATE?
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------

SELECT THE BOX THAT APPLIES:

A. The Candidate is proceeding as an independent.
B. The Candidate is applying to qualify for funding for a party primary of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. §16-804.
C. The Candidate is applying to qualify for funding for a general election as a party's nominee of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. §16-804.

PLEASE PROVIDE THE FOLLOWING INFORMATION:	Entry
Number of non-duplicative qualifying contributions received (attached list sorted by county)(A.R.S. §16-950(B)):	
Number of original qualifying contribution reporting slips attached (see A.R.S. §16-950(B) and A.R.S. §16-946(C)):	
Sum of qualifying contributions collected (Candidate' or Committee's check or money order for an amount equal to the sum of qualifying contributions is attached) (A.R.S. §16-950(B)):	

I hereby certify that this Application to Receive Funds and Qualifying Contributions Report, and accompanying materials to this statement, are true and complete to the best of my knowledge and belief.

Date: _____ Candidate's Signature: _____

CAMPAIGN FINANCE FORMS

- ✓ Statement of Organization
- ✓ Front Summary Schedule
- ✓ Detailed Summary Schedule
- ✓ Schedule A - Individual Contributions Over \$25
- ✓ Schedule A-1 - Aggregated Individual Contributions of \$25 or Less
- ✓ Schedule A-2 - Qualifying Contributions of \$5 - From Individuals
- ✓ Schedule B - Contributions from Other Political Committees
- ✓ Schedule C - Candidate Loans
- ✓ Schedule C-1 - Other Loans
- ✓ Schedule D - Expenditures for Operating Expenses
- ✓ Schedule D-1 - Independent Expenditures
- ✓ Schedule D-2 - Loans Made By The Reporting Committee
- ✓ Schedule D-3 - Offsets to Operating Expenses
- ✓ Schedule D-4 - Repayment of Candidate Loans
- ✓ Schedule D-5 - Repayment of Other Loans
- ✓ Schedule D-6 - Transfers to Other Political Committees
- ✓ Schedule D-7 - Any Other Disbursements
- ✓ Schedule E - In-kind Contributions and Expenditures
- ✓ Schedule F-1 - Dividends, Interest, and Other Receipts
- ✓ Schedule F-2 - Offsets to Contributions Received
- ✓ Schedule F-3 Obligations
- ✓ Miscellaneous Forms
- ✓ Annual No Activity Report
- ✓ Period No Activity Report
- ✓ \$500 Threshold Exception Statement
- ✓ Termination Statement

STATEMENT OF ORGANIZATION

✓ **What to report on this form:**

This statement must be filed no later than ten days after designation by a candidate's campaign committee or exploratory committee (see A.R.S. §16-903(A)) of a political committee, or no later than ten days after becoming a political committee, in the case of all other political committees. Any change in the information requires an amended statement of organization within ten days after the change.

✓ **How to complete this schedule:**

❶ In the appropriate block, give the name and address of the sponsoring organization (A.R.S. §16-902(B)), along with the type of organization and the relationship to the committee.

✓ **Practical tip:**

- ◆ Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate (or, if an exploratory committee, the name of the individual who designated the committee, pursuant to A.R.S. §16-903)



**STATE OF ARIZONA
POLITICAL COMMITTEE
STATEMENT OF ORGANIZATION**

*Titles 16 & 19, Arizona Revised Statutes
Definitions, statutory references and important information on reverse.*

Initial Registration
Amended Statement

Out of State Committee

ID#

NAME OF POLITICAL COMMITTEE		DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE ZIP
MAILING ADDRESS (if different from above)		CITY	STATE ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	
DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide the following information:			
NAME OF SPONSORING ORGANIZATION		TYPE OF ORGANIZATION	
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE	
TYPE OF POLITICAL COMMITTEE - Please check only one box: <input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT ISSUE <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL ELECTION <input type="checkbox"/> POLITICAL PARTY (only state or county committees of an organization that meets the requirements for recognition as a political party (see A.R.S. § 16-801, 16-804, 16-821 and 16-825) <input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES <input type="checkbox"/> POLITICAL ORGANIZATION (an organization that is formally affiliated with and recognized by a political party including a district Committee that is organized pursuant to A.R.S. § 16-823) <input type="checkbox"/> EXPLORATORY COMMITTEE <input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe)			
EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).			
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #
CHAIRMAN'S ADDRESS		CITY	STATE ZIP
CHAIRMAN'S OCCUPATION		CHAIRMAN'S EMPLOYER	
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #
TREASURER'S ADDRESS		CITY	STATE ZIP
TREASURER'S OCCUPATION		TREASURER'S EMPLOYER	

Revised 10/99

1

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(C). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

1. _____ 2. _____ 3. _____

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:
(Party Affiliation and Office Sought are optional for Exploratory Committees.)

NAME OF DESIGNATING INDIVIDUAL ("DI") OR CANDIDATE

PARTY AFFILIATION

OFFICE SOUGHT

COUNTY OF RESIDENCE

DI's OR CANDIDATE'S ADDRESS

CITY

STATE

ZIP

DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: _____ DI's or Candidate's signature: _____

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: _____ Chairman's signature: _____

Date: _____ Treasurer's signature: _____

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19)

"Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES:

An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization within ten days. A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS:

Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee. The statement of organization must be filed regardless of whether the committee intends to accept contributions or make expenditures.

WHERE TO FILE: A.R.S. § 16-916(A)

Secretary of State's Office – political committees supporting or opposing candidates for state offices and members of the legislature, for justices of the supreme court, for judges of the court of appeals, including recall of any of those officeholders, and for a statewide initiative or referendum or any measure or proposition appearing on a state general election ballot

County Elections Office – political committees supporting or opposing candidates for county offices, including recall of any of those officeholders, school district governing board members or ballot questions, judges of the superior court seeking retention, special taxing districts and a county initiative or referendum of any measure of proposition appearing on a county election ballot

City or Town Clerk's Office – political committees supporting or opposing candidates for city or town offices, including recall of any of those officeholders, and for a city or town initiative or referendum or any measure or proposition appearing on a city or town election ballot

STATUTORY REFERENCES:

POLITICAL COMMITTEE DEFINITION	16-901(19)	CANDIDATE'S CAMPAIGN COMMITTEE	16-903
ORGANIZATION OF POLITICAL COMMITTEE	16-902	TERMINATION OF POLITICAL COMMITTEE	16-914
EXPLORATORY COMMITTEE	16-903	AMENDMENTS TO REGISTRATION	16-902.01
FINANCIAL INSTITUTION REQUIREMENT	16-902	INITIATIVE AND REFERENDUM COMMITTEE	19-114
REGISTRATION OF POLITICAL COMMITTEE	16-902.01	OUT OF STATE POLITICAL COMMITTEE	16-902.02
DEADLINE FOR REGISTRATION	16-902.01	RECALL COMMITTEE	19-202

FRONT SUMMARY SCHEDULE

✓ What to report on this schedule:

The Front Summary Schedule reports an overview, by major category, of a political committee's financial activities in the current reporting period and the cumulative activity for the election cycle. [A.R.S. §§ 16-913(A) and 16-913(D).]

✓ Application of contribution limits:

Contribution limits may apply to the amount reported as "Surplus from Previous Campaign" on this Schedule. See instructions for completing Line 5(a), below. [A.R.S. § 16-905(H).]

✓ How to complete this schedule:

① **Line 5(a). Surplus from Previous Campaign Committee (Column B):** If you have an exploratory or candidate's campaign committee, but did not have either one during the previous election cycle, put a zero in the "Surplus" box. If you had a candidate's campaign or an exploratory committee during a prior election cycle and you transferred any surplus from that committee, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of money you can transfer from your old committee to your new committee.

If you have any other kind of committee that continues from the last cycle, on the January 31, 2000 report (the first report for the current election cycle), put in the "Surplus" box the same amount listed as "Cash on Hand at Close of Reporting Period" from the Post General Report that you filed in November 1998. If your committee is new, put a zero in this box. If you are a new out-of-state political committee, in "Surplus" enter the amount of money (if any) you deposited into your designated bank or financial institution to begin activity in Arizona. For all committees, the amount you put in "Surplus" stays the same on every report you file for the whole election cycle. [A.R.S. § 16-915(A)(4)(b)(1).]

② **Line 5(b). Cash on Hand at Beginning of this Reporting Period:** On the first report you file, put the same amount here that you put into the "Surplus" box. After that, put the ending balance (Line 7) of the last report you filed. [A.R.S. § 16-915(A)(1).]

③ **Line 6(a). Debts from Previous Campaign Committee (Column B):** If you have an exploratory or candidate's campaign committee, but did not have either one during the previous election cycle, put a zero in the "Debts" box. If you had a candidate's campaign or an exploratory committee during a prior election cycle and you transferred any debts or obligations from that committee, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of debt you can transfer from your old committee(s) to your new committee.

Do not add or subtract this line from any other line in the front summary schedule. For all committees, the amount you put in "Debts" stays the same on every report you file for the whole election cycle. [A.R.S. § 16-915(A)(4)(b)(1).]

④ **Line 7. Cash on Hand at Close of Reporting Period:** You should have the same amount in both columns here. If you don't, please re-check the amounts you copied from the Detailed Summary Schedule, and re-check your addition on the other schedules. If your committee is in debt, put the amount in parentheses. For example, if your committee is \$200 in debt, write that as (\$200). If you are filing this report with your Statement of Termination, you have to end up with zeroes in both columns.



**STATE OF ARIZONA
POLITICAL COMMITTEE
CAMPAIGN FINANCE REPORT**

FOR OFFICE USE ONLY

1. _____
Full Name of Committee

_____ Address

_____ City _____ Zip Code _____ County _____ Phone _____

2. _____
Sponsoring Organization (if applicable)

_____ Name of Candidate and Office Sought (if applicable)

_____ E-Mail Address _____ Fax # _____

3A. ID#	
3B. Candidate is Applying to Participate for Qualifying Funds. A.R.S. §16-961(C)	
3C. Candidate is Certified as a Participating Candidate for Qualifying Funds. A.R.S. §16-947	

4.	REPORTING PERIOD (Please check appropriate box)	DUE BETWEEN
a.	<input type="checkbox"/> JANUARY 31 REPORT - For Period of November 24, 1998 thru December 31, 1999	January 1, 2000 thru January 31, 2000
b.	<input type="checkbox"/> JUNE 30 REPORT - For Period of January 1, 2000 thru May 31, 2000	June 1, 2000 thru June 30, 2000
c.	<input type="checkbox"/> PRE-PRIMARY ELECTION REPORT - For Period of June 1, 2000 thru August 23, 2000	August 24, 2000 thru August 31, 2000
d.	<input type="checkbox"/> POST-PRIMARY ELECTION REPORT - For Period of August 24, 2000 thru October 2, 2000	October 3, 2000 thru October 12, 2000
e.	<input type="checkbox"/> PRE-GENERAL ELECTION REPORT - For Period of October 3, 2000 thru October 18, 2000	October 19, 2000 thru October 26, 2000
f.	<input type="checkbox"/> POST-GENERAL ELECTION REPORT - For Period of October 19, 2000 thru November 27, 2000	November 28, 2000 thru December 7, 2000
g.	<input type="checkbox"/> JANUARY 31 REPORT - For period of November 28, 2000 thru December 31, 2001	January 1, 2002 thru January 31, 2002

5.	SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
①	5a Total Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		
②	5b Cash on Hand at the Beginning of this Reporting Period		
	5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
	5d Subtotal [add lines b and c for column A and add lines a and c for column B]		
③	6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		
	6b Total Disbursements [from corresponding columns on Detailed Summary Page, Line 18]		
④	7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]		

REVISED 10/99

DETAILED SUMMARY SCHEDULE

✓ **What to report on this schedule:**

The Detailed Summary Schedule reports the compilation of totals of the amounts reported on the supporting schedules submitted for the current reporting period, and adds those current period amounts to the cumulative activity for the election cycle. [A.R.S. § 16-915.]

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

① **Lines 4-19.** On the first campaign finance report you file, the amounts in Column A “This Period” will be the same as the amounts in Column B “Campaign to Date.” For the rest of the reports, fill in Column A by putting in the totals from all the other schedules. Then, add those new Column A amounts to what you had in Column B from the last report that you filed, to get the new Column B amounts.

② **Qualifying Contribution Receipts.** For candidates participating under Arizona’s Clean Elections Act. Please list the total of qualifying contributions received from Schedule A-2. Do not add this amount to any other row on this page.

③ **Line 20.** If your committee is a candidate’s campaign or an exploratory committee, the candidate or designating individual can sign the campaign finance report instead of the treasurer. For all other committees, only the treasurer can sign the report. [A.R.S. § 16-913(l).]

SCHEDULE A Individual Contributions Over \$25

✓ What to report on this schedule:

On Schedule A list each monetary contribution your committee received from an individual if that contribution is more than \$25, or if that contribution (no matter how small) made the cumulative contribution your committee received from that individual total more than \$25. Use Schedule B to list contributions from political committees.

If it is lawful for your committee to accept contributions from corporations, list each monetary contribution on Schedule A if that contribution is more than \$25, or if the contribution (no matter how small) made the cumulative amount your committee received from that contributor total more than \$25. Remember that corporations may not contribute to a candidate or exploratory individual.

Examples of monetary contributions include cash, checks, money orders, or payroll deduction deposits.

✓ Application of contribution limits:

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. For contributions you received from a political party or organization, limits also depend on whether you are the party's nominee. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart at the back of this packet for the amounts. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee, but if those contributions exceed the amount on the 1999-2000 Election Cycle Campaign Contribution Limits chart, you need to notify the filing officer, and, if you are a candidate, you need to notify all other candidates for that office (A.R.S. §16-905(F) and (G)). If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you received from the date you received the notice equals the amount of personal money contributed by your opponent (A.R.S. §16-905(F)(3)).

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions received are not subject to limits.

✓ Instructions for completing this schedule:

① **Line 4. Contributors:** Use a separate box for each check, money order or receipt for cash contribution your committee received. List the name of the person who signed the check or money order, or who the receipt is made out to. If the check is drawn on a joint account, list only the name of the person who signed the check, not both (all) the names on the account. If you receive a contribution that says, in writing, it is from "Mr and Mrs" put the names of the husband and wife on separate lines and show the amount the written instructions say each contributed. Be sure to fill in addresses, occupations and employers for each contributor. [A.R.S § 16-915(A)(2)(a); 16-915(A)(3)(a); 16-915(D)].

✓ Practical tips:

If you get a contribution of \$25 or less from a contributor who might give more later, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

Do not assume that a husband and wife will always split a contribution half and half. Ask!

Put an asterisk (*) by the name of an individual if the individual is contributing personal monies.

CONTRIBUTIONS more than \$25 - from INDIVIDUALS*

SCHEDULE A

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

1

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE												
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OF CONTRIBUTOR															
4a	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">LAST</td> <td style="width: 33%;">FIRST</td> <td style="width: 33%;">MI</td> </tr> <tr> <td colspan="3">STREET ADDRESS</td> </tr> <tr> <td>CITY</td> <td>STATE</td> <td>ZIP</td> </tr> <tr> <td>OCCUPATION</td> <td colspan="2">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER				
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CITY	STATE	ZIP														
OCCUPATION	EMPLOYER															
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A <i>[If last page of Schedule A, transfer total to Detailed Summary Page Line 4(a), Column A]</i>															

*If contributions of \$25 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1. List \$5 Clean Election qualifying contributions separately on Schedule A-2

SCHEDULE A-1

Aggregated Individual Contributions of \$25 or Less

✓ What to report on this schedule:

On Schedule A-1, list how much money, total, your committee received from individual contributors whose contributions are \$25 or less and whose cumulative contributions to your committee are \$25 or less.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to contributions reported on this schedule in the same manner that the limits apply to contributions you reported on Schedule A. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contribution exceeds \$25.

For other types of political committees, the contributions received are not subject to contribution limits. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contributions exceed \$25.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

✓ How to complete this schedule:

① **Line 4.** On the left side of the schedule write the amount of all the monetary contributions of this kind that your committee received this period. On the right side, write the cumulative amount your committee has received. [A.R.S. § 16-915(A)(3)(a).]

② **Line 5.** Be sure to move the "Total this period" and the "Cumulative Total this Campaign to Date" to the Detailed Summary Schedule.

✓ Practical tips:

If you get a contribution of \$25 or less from a contributor who might give more later, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

If you are reporting a large lump sum of small contributions from a fundraiser, it's a good idea to put in a brief description of the event (e.g. 100 people at pancake breakfast at \$15 per person) in case you are asked to explain it later.

CONTRIBUTIONS of \$25 or less-AGGREGATE TOTAL*

SCHEDULE A-1

1. Committee Name

2. ID #

3. Report covering period from _____ thru _____.

① 4. Aggregate Total of Contributions of \$25 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
<p>② 5. TOTAL THIS PERIOD <i>[Transfer total to Detailed Summary Page, Line 4(b), Column A]</i></p>		<p>6. CUMULATIVE TOTAL THIS CAMPAIGN TO DATE <i>[Transfer total to Detailed Summary Page, Line 4(b), Column B]</i></p>	

If contributions of \$25 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule. List \$5 Clean Election qualifying contributions separately on Schedule A-2

SCHEDULE A-2

Qualifying Contributions of \$5 - From Individuals

✓ **What to report on this schedule:**

Schedule A-2 is only for candidates participating in Arizona's Clean Elections Act.

On Schedule A-2 list each \$5 qualifying contribution your committee received from an individual who has not given another qualifying contribution to that candidate during the election cycle.

✓ **Application of contribution limits:**

Qualifying contributions are not included in individual contribution limits under A.R.S. §16-905, since qualifying contributions are paid into the Clean Elections Fund. Qualifying contributions also are not counted in determining whether a candidate has exceeded the limits set for early contributions for participating candidates (A.R.S. § 16-945(A)(3)). There are no limits on the number of qualifying contributions that you may receive.

✓ **Instructions for completing this schedule:**

❶ **Line 4. Contributions:** Use a separate box for each individual contribution your committee received. List the name of the person who signed the check or money order, or who the three-part reporting slip is made out to (see A.R.S. §16-946(B)(6)). Make sure to include the county of residence of the contributor and the name of the solicitor of the contribution, and separate the contributor list by the county of residence.

✓ **Practical tips:**

This form should be filed with the participating candidate's Application to Receive Funds and Qualifying Contributions Report, along with an original of the qualifying contribution reporting slips, along with a check or money order, payable to the Clean Elections Fund, in an amount equal to the total amount of qualifying contributions received (A.R.S. §16-950).

QUALIFYING CONTRIBUTIONS OF \$5 - FROM INDIVIDUALS *

SCHEDULE A-2

2. ID #

1. Committee Name

3. Report covering period from _____ thru _____.

1

4	CONTRIBUTIONS		DATE RECEIVED	AMOUNT RECEIVED
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OF CONTRIBUTOR			
4a	LAST	FIRST MI		
	STREET ADDRESS			
	CITY STATE ZIP			
	COUNTY OF RESIDENCE	SOLICITOR		
b.	LAST	FIRST MI		
	STREET ADDRESS			
	CITY STATE ZIP			
	COUNTY OF RESIDENCE	SOLICITOR		
c.	LAST	FIRST MI		
	STREET ADDRESS			
	CITY STATE ZIP			
	COUNTY OF RESIDENCE	SOLICITOR		
d.	LAST	FIRST MI		
	STREET ADDRESS			
	CITY STATE ZIP			
	COUNTY OF RESIDENCE	SOLICITOR		
e.	LAST	FIRST MI		
	STREET ADDRESS			
	CITY STATE ZIP			
	COUNTY OF RESIDENCE	SOLICITOR		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A-2 <i>[If last page of Schedule A-2, transfer total to Detailed Summary Page</i> Reminder: The total sum must be attached as a check or money order (made payable to the Citizen's Clean Election Fund) to the participating Candidate's Application to Receive Funds and Qualifying Contributions Report <i>(filed with the Secretary of State). See A.R.S. §16-950(B).</i>			

* For Participating Candidates, as defined in A.R.S. §16-961(C)

SCHEDULE B

Contributions from Other Political Committees

✓ **What to report on this schedule:**

On Schedule B, list the monetary contributions your committee received from other political committees. Do not use this schedule to list loans or in-kind contributions your committee received from other political committees. List those instead on Schedules C-1 or E.

✓ **Application of contribution limits:**

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from each political committee (except political parties) that contributes to your committee, and to how much you can receive from all political committees. The amounts depend on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart at the back of this packet. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. [A.R.S. § 16-901(B)(C) and (D).]

If you are an opponent of a candidate whose contribution of personal money has exceeded the limit, the contributions you receive from political committees are not subject to limits until the amount of money you have received (from individuals or political committees) equals the amount of personal monies contributed by your opponent (from the date you received the notice (A.R.S. §16-905(F)(3)).

The cumulative or total contribution made to a candidate's campaign or exploratory committee by a political committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, contributions your committee receives are not subject to limits.

✓ **How to complete this form:**

Line 4. Contributions: Use a separate box for each contribution made by a political committee. To be considered complete, all of the identifying information, including the ID#, must be given. [A.R.S. §§16-902.01(C); 16-904(E)(3); 16-915(A)(2)(b); 16-915(A)(3)(b); 16-915(D).]

✓ **Practical tip:**

Put an asterisk (*) by the committee name if the contributing committee is certified by the Secretary of State to give at the upper limit.

CONTRIBUTIONS FROM POLITICAL COMMITTEES

SCHEDULE B

2. ID #

1. Committee Name

3. Report covering period from _____ thru _____.

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	IDENTITY OF CONTRIBUTOR AND DATE RECEIVED			
4a	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B <i>[If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]</i>			

SCHEDULE C Candidate Loans

✓ What to report on this schedule:

Use Schedule C to report loans of personal money your candidate campaign or exploratory committee received from your candidate, designating individual, or a family member as defined. [A.R.S § 16-901(10).] This schedule is to be used only by candidate's campaign and exploratory committees. [A.R.S. §16-915(A)(1)(c)].

✓ Application of contribution limits:

Limits do not apply to contributions made by a candidate and certain family members of the candidate to his or her candidate's campaign committee, but in some cases, notice of the cumulative amount (of all monetary, loan, and in-kind contributions) must be given to the filing office and to all opponents. Similarly, limits do not apply to contributions made by a designating individual and that individual's family members to his or her exploratory committee, but in some cases, notice of the cumulative amount (of monetary, loan and in-kind contributions) must be given to the filing office. [A.R.S §§ 16-901(10), 16-905 (F) and (G).]; [A.R.S. §§ 16-904(D); 16-904(E)(3); 16-907.]

✓ How to complete this schedule:

① **Line 4. Loans Made or Guaranteed by Candidate:** In each box, enter the name of the candidate, designating individual or family member making the loan, and that person's address. Enter the date the loans were made, the amount given this period, and the cumulative amount.

CANDIDATE LOANS

SCHEDULE C

1.	Committee Name	2. ID #		
3.	Report covering period from _____ thru _____.			
① 4.	LOANS MADE OR GUARANTEED BY CANDIDATE	DATE RECEIVED	AMOUNT RECEIVED	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS FROM WHOM RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C <i>[[If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]]</i>			

Schedule C Page ____ of ____

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SCHEDULE C-1

Other Loans

✓ **What to report on this schedule:**

Use Schedule C-1 to report contributions in the form of loans your committee received from individuals and political committees. "Other Loans" are loans or advances of money (other than personal monies) made to your with an expectation of repayment prior to the termination of the committee.

✓ **Application of contribution limits:**

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from individuals and other political committees (except political parties), as well as an overall limit on how much your committee can receive from political parties and organizations. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart at the back of this packet. If you are an opponent of a candidate whose contribution of personal money has exceeded the personal money limits, the contributions you receive from political committees are not subject to limits until the amount you receive from the date you received the notice (from individuals or political committees) equals the amount of personal monies contributed by the candidate.

The cumulative contribution made by an individual or a political committee to a candidate's campaign committee or exploratory committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ **How to complete this schedule:**

① **Line 4. Other Loans:** In each box, enter the name and address of the individual making the loan, or name, ID# and address of the political committee making the loan, as well as the name and address of the endorser or guarantor of the loan. Enter the date the loan was made, the amount given this period, and the cumulative amount. [A.R.S. §§ 16-915(A)(2)(d); 16-915(A)(3)(c).]

OTHER LOANS

SCHEDULE C1

1. Committee Name _____

2. ID # _____

3. Report covering period from _____ thru _____.

1

4		DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
ALL OTHER LOANS				
NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OF LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.				
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(b), Column A]			

SCHEDULE D

Expenditures for Operating Expenses

✓ **What to report on this schedule:**

On Schedule D, list each payment you made to a business, an employee, or a person doing contract services for you. List only the payments you made during the current report period. If you got the bill and paid the bill in this reporting period, this is the only schedule you need to use. But, if you got the bill in this period but didn't pay it, you need to list the bill on Schedule F-3 (which lists unpaid debts and obligations). If you paid part of the bill, but not all, put only the amount you paid on Schedule D. The unpaid amount will show up on Schedule F-3.

Examples of payments that go on Schedule D include, but are not limited to, monthly rent payment for office space, salary to an employee, cost of signs or literature, purchase of stamps.

Do not use Schedule D to show payment of bills for making Independent Expenditures; instead use Schedule D-1. Do not use Schedule D to show re-payments of loans; instead use Schedule D-4 or D-5.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

❶ **Line 4. Expenditures:** Give the name and address of the vendor (business or person) to whom you wrote the check or paid money. Put in the amount and the date you paid it, and a description of what you bought. [A.R.S. §§ 16-915(A)(4)(a); 16-915(A)(5).]

EXPENDITURES FOR OPERATING EXPENSES*

SCHEDULE D

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE		
4a	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D <i>[If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]</i>		

* Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit

Page ____ of ____

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SCHEDULE D-1 Independent Expenditures

✓ **What to report on this schedule:**

Schedule D-1 is a special schedule to use when your committee made an Independent Expenditure. On Schedule D-1, list the payments you made to a person or business for goods or services your committee used to make an "Independent Expenditure," the candidate the expenditure was meant to support or oppose, and who contributed the most to your committee.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

① **Line 4. Independent Expenditures:** First, give the name and address of the "recipient of expenditure" (business or person) to whom you wrote the check or paid money. Enter that person or business's address, the amount you paid, and the date you paid it. (Remember, do not list this payment on Schedule D, only list it here.) Second, write a description of what your committee did with the purchase, and check either the "benefited" or "opposed" box. Third, fill in the information about the candidate you are trying to benefit or oppose. [A.R.S. §§ 16-901(14); 16-915(A)(4)(h); 16-915(F).]

② **Line 5. Treasurer's certification:** The committee treasurer must sign this schedule. [A.R.S. § 16-915(F)(6).]

③ **Top Contributors:** List the name, occupation, employer, and amount contributed by each of the three contributors who gave the most to your committee within the six months before the date the committee made the Independent Expenditure. If any other contributor gave the same amount during this time period as any of the top three contributors, the information must be provided for that contributor as well. Remember that the total amount of "contributions" includes money, outstanding loans and the value of in-kind goods and services. If any of the listed contributors is a political committee, then list the name of the political committee, ID#, and the names, occupations and employers of that committee's chairman and treasurer. [A.R.S. § 16-915(F)(5).]

✓ **Practical tip:**

Not many committees will use this schedule, because not many committees can legally make Independent Expenditures. [A.R.S. §§ 16-901-14 and 16-917.] For example, candidate's campaign committees and exploratory committees can never make Independent Expenditures, so those committees never use this schedule.

SCHEDULE D-2

Loans Made by the Reporting Committee

✓ **What to report on this schedule:**

Use Schedule D-2 if your committee made a loan to another political committee.

✓ **Application of contribution limits:**

For political organizations (defined in A.R.S. § 16-901(20)), you can contribute (including loans) to candidate's campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona (defined in A.R.S. § 16-901(21)), the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the 1999-2000 Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate's campaign or exploratory committees, you cannot make contributions to another candidate's campaign or exploratory committee.

For other types of committee, limits apply to the amount your committee can give to candidate's campaign or exploratory committees. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate's campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ **How to complete this form:**

❶ **Line 4. Loans Made by the Reporting Committee:** In each box, give the name, ID# and address of each committee that your committee gave a loan to during the current reporting period. Put in the date the loan was made and the amount of the loan. You do not need to report the cumulative amount your committee has given the other committee.

✓ **Practical tip:**

When the other committee repays your committee, list that repayment on Schedule F-1 (Dividends, Interest and Other Receipts). But do not use Schedule D-2 to show any changes in the loan amount because of a re-payment; Schedule D-2 only shows new loans being made.

LOANS MADE BY REPORTING COMMITTEE

SCHEDULE D-2

2. ID#

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	LOANS MADE BY THE REPORTING COMMITTEE	DATE LOAN MADE	AMOUNT OF THE LOAN
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE		
4a	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 [Transfer total to Detail Summary Page, Line 12, Column A]		

SCHEDULE D-3

Offsets to Operating Expenses

✓ **What to report on this schedule:**

On Schedule D-3, you list money you got back from a business or a person whose bill you already paid.

Examples include, but are not limited to: getting money back from the Post Office for unused postage on your meter, getting a refund for returning unused supplies, or selling back equipment to a store or getting a full or partial refund for its rental.

If what your committee returned was an in-kind contribution when you received it, you not only have to list the money here - on Schedule D-3 - you also have to use Schedule F-2 and Schedule A to move the amount of the contribution to the right schedule. The instructions for moving contributions from one schedule to another are on Schedule F-2.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

① **Line 4. Rebates, Refunds and Other Offsets to Operating Expenses:** Give the name and address of the person or the business who is giving you money, and a description of what it was that you returned or got a rebate on. Fill in the amount of the refund, and the date you got it. [A.R.S. §§ 16-915(A)(3)(d); 16-915(A)(4)(e).]

✓ **Practical tip:**

When your committee gets a refund, you do not have to change any amount on Schedule D. After you put the totals from Schedule D-3 on the Detailed Summary Schedule, then add and subtract on that schedule, you can see that your "Campaign to Date" expenses have gone down.

OFFSETS TO OPERATING EXPENSES *

SCHEDULE D-3

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES		DATE REFUND RECEIVED	AMOUNT OF THE REFUND
NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 [If last page of Schedule D-3, transfer total to Detailed Summary Page Line 17 Column A]

* Includes return of contributions made by reporting committee

Schedule D-3 Page ____ of ____

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SCHEDULE D-4

Repayment of Candidate Loans

✓ **What to report on this schedule:**

On Schedule D-4 list each loan re-payment your committee made to the candidate, designating individual, or members of his or her family. Use Schedule D-4 only to repay loans you previously listed on Schedule C.

Do not use Schedule D-4 to show that a loan (or any part of a loan) was forgiven by the candidate or family member. Instead, list the amount forgiven on Schedule F-2, Offsets to Contributions Received, then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

❶ **Line 4. Repayment of Loans Made or Guaranteed by Candidate:** List the name and address of the candidate, designating individual or family member, the day the committee paid the person back, and how much was paid back.

REPAYMENT OF CANDIDATE LOANS

SCHEDULE D-4

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE		DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detailed Summary Page, Line 13(a), Column A]	
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SCHEDULE D-5

Repayment of Other Loans

✓ **What to report on this schedule:**

On Schedule D-5, list each repayment your committee made to an individual or political committee that loaned money to your committee.

Do not use Schedule D-5 to list any loan (or part of a loan) that is forgiven by the contributor. Instead, report the amount forgiven on Schedule F-2, Offsets to Contributions Received. Then report that same amount as a monetary contribution on Schedule A if the contributor is an individual, or on Schedule B if the contributor is a political committee.

✓ **Application of contribution limits:**

Contribution limits apply to the unpaid amount of these loans. If the loan is forgiven, the amount that is forgiven is still a contribution and is subject to limits.

✓ **How to complete this schedule:**

① **Line 4. Repayment of Other Loans:** List the name and address of the contributor who loaned the money to your committee, the day the committee paid the individual back, and how much was paid back. If the contributor was a political committee, also list that committee's ID#.

REPAYMENT OF ALL OTHER LOANS

SCHEDULE D-5

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	REPAYMENT OF ALL OTHER LOANS	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 <i>[Transfer total to Detailed Summary Page, Line 13(b), Column A]</i>		

SCHEDULE D-6

Transfers to Other Political Committees

✓ **What to report on this schedule:**

Schedule D-6 is a special schedule that you use only to transfer money between committees when that money is not a contribution. Schedule D-6 is only used in the following special situations:

- ◆ When your committee and another committee has had a joint fundraising event, and you are cleaning up the books between the two of you. Be sure to review the law on the specifics of how you do that. [A.R.S. § 16-901(5) (b)(xi).]
- ◆ When your committee is a candidate's campaign committee, and you are terminating the committee from the last election cycle and moving the surplus money to the candidate's campaign committee that the candidate has set up for the next election year.
- ◆ When your committee is an exploratory committee and you are moving the surplus money to an exploratory or candidate's campaign committee that the designating individual has set up for the next election year. [A.R.S. § 16-905(H).]

Do not use Schedule D-6 to report refunds to contributors upon the termination of the reporting committee. Use Schedule F-2 to report those refunds to individuals.

✓ **Application of contribution limits:**

For candidate's campaign and exploratory committees, limits apply to some transfers of surplus funds. [A.R.S. § 16-905(H).]

✓ **How to complete this schedule:**

❶ **Line 4. Transfers:** In each block, give the name, ID# and address of the political committee receiving the transfer, the amount transferred, and the date it occurred.

TRANSFERS TO OTHER POLITICAL COMMITTEES

SCHEDULE D-6

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	TRANSFERS MADE BY THE REPORTING COMMITTEE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME, ADDRESS AND ID# TO WHOM TRANSFER (DISBURSEMENT) WAS MADE		
4a	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]		

SCHEDULE D-7

Any Other Disbursement

✓ **What to report on this schedule:**

On Schedule D-7 list the monetary and in-kind contributions your committee gave to other political committees. This schedule is also a “catchall” for disbursements. If your committee gave surplus funds to a 501(C)(3) charity, report that donation on this schedule.

Examples include, but are not limited to, checks, money orders or cash given to another committee, or in-kind goods or services given to other committees, such as mailing lists, postage, or long distance telephone time.

Do not use this schedule to report loans made to other political committees. Instead, use Schedule D-2.

✓ **Application of contribution limits:**

For political organizations (defined in A.R.S. § 16-901(20)), you can make contributions, including loans, to candidate’s campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate’s campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee’s committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona (defined in A.R.S. § 16-901(21)), the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the 1999-2000 Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate’s campaign or exploratory committees, you cannot make contributions to another candidate’s campaign or exploratory committee.

For any other type of committee, limits apply to the amount your committee can give to candidate’s campaign or exploratory committees. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate’s campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ **How to complete this form:**

① **Line 4. Other Disbursements:** List the name, ID# and address of the political committee that your committee made a contribution to, the amount of the contribution and the date it was made.

ANY OTHER DISBURSEMENT

SCHEDULE D-7

2. ID #

1. Committee Name

3. Report covering period from _____ thru _____.

1

4	ANY OTHER DISBURSEMENTS	DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION		
a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 [Transfer total to Detailed Summary Page, Line 15, Column A]		

SCHEDULE E

In-kind Contributions and Expenditures

✓ What to report on this schedule:

Use Schedule E to report contributions your committee received of in-kind goods and services (anything of value that is not money). In-kind contributions must be reported at their fair market value - the cost that would be charged to any other person for the same goods or services. For almost every in-kind contribution, Schedule E uses a single entry to report both the contribution and the expenditure side of in-kind contributions (see "How to complete this schedule" for exception). If the contributor reduced (or discounted) the price charged to the reporting committee, the difference between the fair market price and the reduced price must be reported as an in-kind contribution. Report the discounted amount (the savings) on Schedule E, as both contribution and expenditure. Report the amount paid on Schedule D.

Examples include, but are not limited to, design of campaign logo, wood for signs, mailing lists, stationery and envelopes.

✓ Application of contribution limits:

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the 1999-2000 Election Cycle Campaign Contribution Limits chart at the back of this packet. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee, but if those contributions exceed the amount on the 1999-2000 Election Cycle Campaign Contribution Limits chart, you need to notify the filing office, and, if you are a candidate, you need to notify all other candidates. If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you have received equals the amount of personal money contributed by your opponent.

The cumulative or total contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of all money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ How to complete this schedule:

① **Line 4. In-Kind Contributions and Expenditures:** In each box, enter the name and address of the individual contributor. Describe the goods or services contributed, enter the date and fair market value (or discount) of the goods and services. Check off both the contribution and expenditure boxes, unless the entry is one of the following exceptions: 1) an in-kind contribution that was received at the end of a reporting period, but not expended until the next reporting period, or 2) an in-kind contribution that was expended as part of an activity reported on Schedule D-1, Independent Expenditures.

② **Line 5 & 6. Totals:** Enter the total amount separately for contributions and expenditures. These totals will match, unless one of the entries fell into an exception category. [A.R.S. §§ 16-915(A)(2)(g); 16-915(A)(4)(g); 16-915(B).]

NOTE: The Schedule E shown here lists each in-kind contribution twice, once for the contribution, once for the expenditure.

IN-KIND CONTRIBUTIONS and EXPENDITURES

SCHEDULE E

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

①

4	IN-KIND CONTRIBUTIONS and EXPENDITURES		DATE	FAIR MARKET VALUE
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN			
4a	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#	CONTRIBUTION <input type="checkbox"/> EXPENDITURE <input type="checkbox"/>		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#	CONTRIBUTION <input type="checkbox"/> EXPENDITURE <input type="checkbox"/>		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#	CONTRIBUTION <input type="checkbox"/> EXPENDITURE <input type="checkbox"/>		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#	CONTRIBUTION <input type="checkbox"/> EXPENDITURE <input type="checkbox"/>		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]</i>			
6.	ENTER TOTAL IN-KIND EXPENDITURES ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]</i>			

②

SCHEDULE F-1

Dividends, Interest, and Other Receipts

✓ **What to report on this schedule:**

Use Schedule F-1 to report money your committee received that is not a contribution, such as interest or dividends paid on contributed money, or money received in repayment of loans the reporting committee made to other committees.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

❶ **Line 4. Dividends, Interest, and Other Forms of Receipts:** List the name and address of the bank or financial institution paying the interest or dividend, or the name and ID# of the political committee re-paying the loan. Give a description of the money received, the date and amount received. [A.R.S. §§ 16-915(A)(2)(f); 16-915(A)(3)(e).]

DIVIDENDS, INTEREST, AND OTHER RECEIPTS

SCHEDULE F-1

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
	DESCRIPTION OF RECEIPT		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 <i>(If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7, Column A)</i>		

Page ____ of ____

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SCHEDULE F-2

Offsets to Contributions Received

✓ **What to report on this schedule:**

On Schedule F-2, list changes you want to make to correct or somehow change any contribution that you listed on Schedule A, A-1, B, C, C-1, or E on a prior report.

Examples of when you may want to change the amount include, but are not limited to:

- ✓ *refunding money to a contributor who contributed over the limits;*
- ✓ *deducting a contribution when the check bounced, or returning in-kind goods (remember to also use Schedule D-3 to change the expenditure, too).*

✓ *Examples of when you may want to change the schedule on which a contribution is listed include but are not limited to:*

- ✓ *when a contributor forgives a loan made to your committee instead of your committee repaying the loan;*
- ✓ *when a contributor who made smaller contributions in the past now makes a contribution that puts his or her cumulative contribution over \$25.*

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

❶ **Line 4. Name and address to whom refund was made:** For each contribution that you are going to change, list the name and address of the contributor (and ID# if the contributor is a political committee). Where it says “description of refund,” describe the change you are making.

✓ **Practical tip:**

When you use Schedule F-2 to change the schedule on which a contribution is listed, remember that you not only have to list the contributor and the amount on F-2, you also have to list the contributor and the amount on the new schedule where you want the contribution to show up.

OFFSETS TO CONTRIBUTIONS RECEIVED *

SCHEDULE F-2

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED	DATE REFUND MADE	AMOUNT OF THE REFUND
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE		
a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID# DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 <i>[If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(e) Column A]</i>		

* Includes return of contributions received by reporting committee

Page ____ of ____

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SCHEDULE F-3

Debts and Obligations (Excluding Loans)

✓ **What to report on this schedule:**

On Schedule F-3, list any bills your committee receives or contracts your committee signs that your committee is not going to pay off before the end of the current report period. Once you put a bill or contract on Schedule F-3, you must keep sending in a Schedule F-3 for each report period until your committee has finished paying off all the debts and obligations. Once your committee pays off each debt or contract, you do not have to list it anymore.

Examples include, but are not limited to: a year's lease on office space, a contract for consultant's services, the cost of stationery you ordered.

If the person or business to whom your committee owes the debt forgives any part of debt rather than your committee having to pay it, you have to list the amount that was forgiven as a contribution on either Schedule A, B or E. (Remember that corporations cannot give to candidate's campaign or exploratory committees.)

✓ **Application of contribution limits:**

For candidate's campaign or exploratory committees, if a debt or obligation is forgiven rather than re-paid, any amount forgiven becomes a contribution and is subject to contribution limits.

For any other types of political committees, if a debt or obligation is forgiven rather than re-paid, the amount forgiven becomes a contribution but is not subject to contribution limits.

✓ **How to complete this schedule:**

❶ **Line 4. Debts and obligations:** In each block, give the name, address and ID# (if a political committee) of the vendor or contractor with whom the committee has contracted for goods or services to be paid off in subsequent reporting period(s). Describe the goods or services that engendered the debt. List the following amounts in the appropriate column:

- ✓ the outstanding debt at the beginning of the reporting period;
- ✓ the portion of debt that was incurred in the current reporting period;
- ✓ the payment made in the current reporting period; and
- ✓ the outstanding balance at the close of the reporting period. [A.R.S. § 16-915(A)(6).]

✓ **Practical tip:**

Don't worry that you had to list on both Schedule D and Schedule F-3 the amount your committee paid on each debt this period. The only reason you put it on Schedule F-3 was to figure out the "Outstanding Balance at Close of this Period." Since you don't put the total of "Payment This Period" on the Detailed Summary Sheet" it won't affect the balance.

DEBTS AND OBLIGATIONS (Excluding Loans)

SCHEDULE F-3

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____.

1

4	DEBTS AND OBLIGATIONS	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED				
a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#				
	DESCRIPTION OF DEBT				
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#				
	DESCRIPTION OF DEBT				
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#				
	DESCRIPTION OF DEBT				
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#				
	DESCRIPTION OF DEBT				
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#				
	DESCRIPTION OF DEBT				
5	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 [Transfer total to Detail Summary Page Line 19, Column A]				

REVISED 10/99

MISCELLANEOUS FORMS

- ✓ **PERIOD NO ACTIVITY REPORT**
- ✓ **TERMINATION STATEMENT**
- ✓ **CANDIDATE'S \$500 THRESHOLD STATEMENT**
- ✓ **ANNUAL NO ACTIVITY REPORT**



STATE OF ARIZONA
POLITICAL COMMITTEE
PERIOD NO ACTIVITY REPORT

FOR OFFICE USE ONLY

1. Full Name of Committee
Address
City ZIP Code County Phone #

2. Sponsoring Organization or Candidate and Office E-mail address Fax #

3. ID #

4. REPORTING PERIOD (Please check appropriate box) DUE BETWEEN

- a. JANUARY 31 REPORT - For Period of November 24, 1998 thru December 31, 1999 January 1, 2000 thru January 31, 2000
b. JUNE 30 REPORT - For Period of January 1, 2000 thru May 31, 2000 June 1, 2000 thru June 30, 2000
c. PRE-PRIMARY ELECTION REPORT - For Period of June 1, 2000 thru August 23, 2000 August 24, 2000 thru August 31, 2000
d. POST-PRIMARY ELECTION REPORT - For Period of August 24, 2000 thru October 2, 2000 October 3, 2000 thru October 12, 2000
e. PRE-GENERAL ELECTION REPORT - For Period of October 3, 2000 thru October 18, 2000 October 19, 2000 thru October 26, 2000
f. POST-GENERAL ELECTION REPORT - For Period of October 19, 2000 thru November 27, 2000 November 28, 2000 thru December 7, 2000
g. JANUARY 31 REPORT - For period of November 28, 2000 thru December 31, 2001 January 1, 2002 thru January 31, 2002

I, (name of treasurer or candidate- printed), upon my oath and under penalty of perjury, say that this political committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913(D), and this statement, pursuant to A.R.S. §16-913(E) is true and complete.

Date

Signature of Candidate or Treasurer

REVISED 10/99



STATE OF ARIZONA
POLITICAL COMMITTEE
TERMINATION STATEMENT

A.R.S. 16-914; A.R.S. §16-915.01

FOR OFFICE USE ONLY

1. Full Name of Committee
Address
City ZIP Code County Phone #
2. Sponsoring Organization or Candidate and Office e-mail address Fax #

3. ID #

SELECT EITHER BOX A OR BOX B THAT APPLIES:

A. This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. §16-913. We further certify that the political committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. §16-915.01.
Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.
[] The disposition of surplus monies was submitted on the campaign finance report filed on _____.
[] The disposition of surplus monies is reported on the attached campaign finance report.
B. This committee has transferred the committee's debts and obligations to a subsequent committee.
Please enter the full name and ID# of the committee into which debts and obligations have been transferred.
Name of Committee ID#

We, _____, certify under
(Name of Chairman and Treasurer - Printed)
penalty of perjury that this statement of termination pursuant to A.R.S. §16-914 is true and complete.

Signature of Chairman

Signature of Treasurer

Revised 10/99



STATE OF ARIZONA
CANDIDATE
\$500 THRESHOLD EXCEPTION STATEMENT
[A.R.S. §16-903(A)]

FOR OFFICE USE ONLY

1. _____
 Name of Candidate

 Address

 City ZIP Code Phone Number

 Office Election Year

 Party Affiliation

2. ID #

3. This is to certify that I have not received contributions of more than five hundred dollars or made more than five hundred dollars in expenditures, and I do not intend to receive or expend more than five hundred dollars for the _____ election.

I further certify that if I receive contributions of more than five hundred dollars or if I make more than five hundred dollars in expenditures for my campaign, I will designate a political committee pursuant to A.R.S. § 16-903.

I, _____, certify that this Exception Statement is true and complete.
 (Name of Candidate - Printed)

 Signature Date

NOTE: Candidates for state-wide offices and the legislature file this Statement with the Secretary of State Election Services, 1700 West Washington, 7th Floor, Phoenix AZ 85007

Candidates for county offices file this Statement with the county's officer in charge of elections.

Candidates for city or town offices file this Statement with the city or town clerk.

Candidates for special district elections (such as school, water, fire or irrigation districts) file this Statement with the clerk of the board that governs that district.

Secretary of State
 Rev 10/99



**STATE OF ARIZONA
POLITICAL COMMITTEE
ANNUAL NO ACTIVITY REPORT**

FOR OFFICE USE ONLY

1. _____
Full Name of Committee

Address

City ZIP Code Phone Number

2. _____
Candidate and Office

3. ID #

This is to certify that no contributions will be received and no expenditures will be made on behalf of the candidate's political committee indicated above, for the year _____. I further certify that if the candidate's political committee does receive any contributions or make any expenditures during the year indicated above, that the committee shall report as prescribed by A.R.S. § 16-913(B) & (C).

I, _____, certify under penalty of perjury that this statement
(Name of Candidate or Treasurer - Printed)

pursuant to A.R.S. § 16-913(E) is true and complete.

Signature of Candidate or Treasurer

A.R.S. § 16-913(E): In lieu of the reports prescribed in subsections B and C of this section, a candidate's political committee that remains active after an election due to outstanding debts may file a document no later than January 31 in a form prescribed by the secretary of state that states that the committee does not intend to receive any contributions or make any expenditures during the year. If a candidate's political committee does receive a contribution or make an expenditure during that year, the committee shall report as prescribed by subsection B or C of this section.

Secretary of State
Revised 10/99

**1999-2000 ELECTION CYCLE
CAMPAIGN CONTRIBUTION LIMITS**

CONTRIBUTION LIMITS ADJUSTED JANUARY 20, 1999, PURSUANT TO A.R.S. § 16-905(J)

	<u>LOCAL OFFICES</u> Candidate or Authorized Candidate's Committee		<u>STATEWIDE OFFICES</u> Candidate or Authorized Candidate's Committee	
		20% less*		20% less*
Individual's contribution to a candidate A.R.S. §16-905(A)(1) A.R.S. §16-905(B)(1)	\$320	\$256	\$820	\$656
Political Committee's contribution to a candidate A.R.S. §16-905(A)(2) A.R.S. §16-905(B)(2)	\$320	\$256	\$820	\$656
Committees certified by the Secretary of State to give at the upper limit "Super PAC" A.R.S. §16-905(I) A.R.S. §16-905(A)(3) A.R.S. §16-905(B)(3)	\$1,630	\$1,304	\$4,080	\$3,264
Combined total from all Political Committees other than political parties A.R.S. §16-905(C)	\$8,140	\$6,512	\$81,430	\$65,144
Nominee's total from political party and all political organizations combined A.R.S. §16-905(D)	\$8,140	\$6,512	\$81,430	\$65,144
Total contributed by an individual to candidates And committees who give to candidates A.R.S. §16-905(E)	\$3,040 in a calendar year			

*The Citizens' Clean Elections Act provides that non-participating statewide and legislative candidates are not permitted to accept more than 20% less than the adjusted limit. A.R.S. §16.941(B).

Notification Levels for Candidates' and Designating Individuals' Personal Monies: A.R.S. § 16- 905(F)&(G)

PERSONAL MONIES NOTIFICATION	<u>LOCAL OFFICES</u> Candidate or Authorized Candidate's Committee		<u>STATEWIDE OFFICES</u> Candidate or Authorized Candidate's Committee	
	Candidate	Exploratory	Candidate	Exploratory
Candidates' and Designating Individuals' obligated or Contributed personal monies: first notification A.R.S. §16-905(F)&(G)	\$12,750	\$12,750	\$25,490	\$25,490
Candidates' and Designating Individuals' obligated or Contributed personal monies: Subsequent notification A.R.S. §16-905(F)&(G)	\$6,380	\$6,460	\$12,750	\$12,980

Table of Spending Limits Under the Clean Elections Act for State-Wide Office for Year 2000

OFFICE	Column A PRIMARY ELECTION SPENDING LIMIT	Column B 70% / 10% OF PRIMARY ELECTION SPENDING LIMIT (Percent of Column A)	Column C GENERAL ELECTION SPENDING LIMIT	Column D 70% / 10% OF GENERAL ELECTION SPENDING LIMIT (Percent of Column C)
GOVERNOR	\$380,000	\$266,000 / \$38,000	\$570,000	\$399,000 / \$57,000
SECRETARY OF STATE	\$80,000	\$56,000 / \$8,000	\$120,000	\$84,000 / \$12,000
ATTORNEY GENERAL	\$80,000	\$56,000 / \$8,000	\$120,000	\$84,000 / \$12,000
TREASURER	\$40,000	\$28,000 / \$4,000	\$60,000	\$42,000 / \$6,000
SUPERINTENDENT OF PUBLIC INSTRUCTION	\$40,000	\$28,000 / \$4,000	\$60,000	\$42,000 / \$6,000
CORPORATION COMMISSIONER	\$40,000	\$28,000 / \$4,000	\$60,000	\$42,000 / \$6,000
MINE INSPECTOR	\$20,000	\$14,000 / \$2,000	\$30,000	\$21,000 / \$3,000
LEGISLATURE	\$10,000	\$7,000 / \$1,000	\$15,000	\$10,500 / \$1,500

Table of Reporting Dates Under the Clean Elections Act for Year 2000

MONTH	DATES
January	1
February	1
March	1
April	1
May	1
June	1
July	1, 11, 18, 25
August	1, 8, 15, 22, 28, 29, 30, 31
September	1, 4, 5, 6, 7, 8, 11, 12, 19, 26
October	3, 10, 17, 24, 25, 26, 27, 30, 31
November	1, 2, 3, 6

